

e-VARDAN	Dealer's User Manual	CTD
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**Government of Karnataka
Commercial Taxes Department**



USERS' MANUAL ON

‘e-VARDAN’

**(VAt Registration and Documentation Access
through Net) for e-Registration System**

**National Informatics Centre
Karnataka State Unit
Mini Tower, Bangalore**

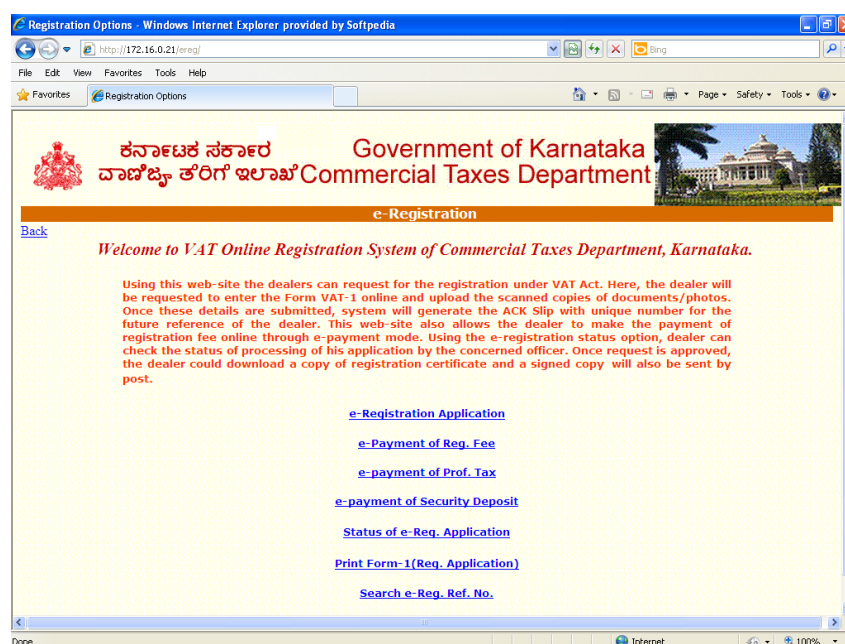
**Commercial Taxes Department
Vanijya Terige Karyalaya
Gandhi Nagar, Bangalore**

NIC-KASC-VATeVARDAN-UM01	NIC	Rel. Date : 31.01.2011
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1. Introduction

- 1.1.(a) Open the website <http://ctax.kar.nic.in> and click on e-Registration and go to the main page with options as displayed.
- (b) e-Registration Application_ - For submitting new application.
- (c) e-Payment of Reg. Fee – option for making e-Payment of Registration fee. The applicant should have net banking facility in a designated bank.
- (d) e-Payment of Prof. Tax – option for making e-Payment of Profession Tax.
- (e) e-Payment of Security Deposit –option for making e-Payment of Security Deposit.
- (f) Status of e-Reg. Application – option to know the status of the application.
- (g) Print Form-1 (Reg.Application) – option for printing the Registration application
- (h) Search e-Reg.Ref.No –option to search the e-Reg.Ref.No. (ERN) linked to mobile phone number of the applicant and date of submission of e-Reg application.



1.2: Class of dealers required to be registered under the KVAT Act, 2003 :

Sl.No	Who is liable to be registered	When the liability for registration accrues.
1	Every dealer whose taxable turnover exceeds or who reasonably expects his total turnover exceeds rupees five lakh per annum or rupees forty thousand per month but the limit of turnover is not applicable to the dealers specified at sl.no 3 to 7 below	Forthwith
2	If business is received by transfer from another dealer (transferee) who is liable for registration	Liable for registration from the date of transfer
3	Dealer purchasing / receiving taxable goods from outside the State.	Liable for registration irrespective of the value immediately after first interstate purchase / receipt.

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4	Dealer exporting taxable goods	Liable for registration irrespective of the value immediately after first export
5	Dealer selling / dispatching taxable goods to places outside the state.	Liable for register irrespective of value, immediately after first interstate sale / dispatch.
6	Casual trader, non-resident dealer (NRD) or his agent.	Liable for registration before commencement of business irrespective of the turnover.
7	A dealer executing Works Contract	Liable for registration at the end of the month in which execution of works contract is commenced

2. e-Registration Application

Different sections of e-Registration application for entry of details are:

- Part (A)
- Part (B)
- CST/KTEG
- Bank Information
- VAT3
- VAT4
- Documents in support of application.

2.1 Part (A)

2.1.1 Select the Type of Registration: Regular / Casual / Non-Resident.

2.1.2.1 Select the appropriate LVO office. Click on the link or Refer Annexure 1 to know your VAT Office in Bangalore and the corresponding pin code/s. Some of the Pin codes are shared by more than one LVO. The applicant is advised to contact the office/s and ascertain the office to which the application needs to be submitted. Still, if one is not sure of the details of jurisdictional registration office, one can submit the application 'online' to the office which he thinks is the correct one to the best of his knowledge based on enquiry with the neighboring registered dealers. In case if it pertains to some other LVO, the LVO would transfer it thereafter to the jurisdictional office concerned. The applicant would know such transfer by clicking on 'e-registration –status'

2.1.2.2 In respect of offices situated outside Bangalore city, the LVO/VSO [Registering Authority)(RA)] jurisdiction is on the basis of talukas, etc , and phone numbers of RA are available in the website <http://ctax.kar.nic.in> under the heading 'offices' on the main page.

2.1.3

Select your business status from the drop down list.

2.1.4 Enter the name of the applicant in the field provided. Applicant's name is mandatory for dealers belonging to the following business status: Sole proprietor, Registered and Unregistered partnership firms, association of persons (AOP) Casual Trader, HUF (Kartha) and Manager/Agent of non-resident dealer (NRD).

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- (i) In the case of registered/unregistered partnership firm, enter the total number of partners and enter their corresponding details in Form VAT 4. Also, if a copy of partnership deed is filed, select 'Yes;' else select 'No'.
- (ii) In case of HUF, indicate the number of members of HUF and enter details of all members in Form VAT 4.
- (iii) In the case of a company/society/ trust, enter the name of the company/society/trust and the date of incorporation.

- 2.1.5 Enter Father's/Mother's/Husband's name in the space provided.
[Sl.no.(i) and (ii) of 2.1.4].
- 2.1.6 Enter your date of birth in dd/mm/yyyy format only. The minimum age of the applicant for registration is 18 years as on the date of submission of application. .
- 2.1.7. Enter Trade name, PAN and Central Excise/Service Tax reg. number. Though the application can be submitted without details of PAN and Central Excise / Service Tax regn. number, applicants are advised to furnish these details to facilitate verification of purchases and sales details of respective seller / purchaser. If these particulars could not be furnished while submitting application for registration, the applicants are advised to submit as soon as the said documents are received.
- 2.1.8 Enter full address of the place of business along with the district and pin code in "Business Address" column.
- 2.1.9 Provide correct contact details like landline telephone number, Fax, e-mail ID and mobile phone number as this will be used for all future communications. The CTD will be sending messages and important information from time to time and as such please furnish the details of your cell number.

[Note: If the applicant is a corporate body applying for separate TIN for each of its units as provided under Section 38(6) of the KVAT Act, 2003 read with rule 47 of the KVAT Rules, 2005, ensure necessary permission from the Commissioner of Commercial Taxes after following the prescribed procedure before applying for registration for additional TIN /s for additional Unit/s].

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2.2 Part (B)

- 2.2.1 Enter residential address details, both permanent and temporary. Select appropriate district from the list. If the place is in a district outside Karnataka, then select the district as “Outside Karnataka” from the list and select the corresponding state from the states’ list alongwith PIN code of the place.
- 2.2.2 Select statutory authority or authorities with whom you are already registered. If the name of the authority is not in the list, then select the option ‘others’ and enter the description of the authority concerned.

- 2.2.3 Select business type and commodity from the list and click “Add” button. Dealer’s description of the goods can also be entered. Option is also provided for the dealer to delete the commodity, if wrongly inserted.

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2.2.4 Enter date of commencement of business in dd/mm/yyyy format.

2.2.5 Enter approximate turnover estimated for current financial year.

2.2.6 Select type of registration as VAT, COT or BOTH. In case of dealers opting to pay tax under Section 15 doing business as a dealer (below Rs. 25 lakhs turnover per year) / hotelier, etc / mechanized cruising unit , registration under CST Act is not permissible.

2.2.7 If you are opting for tax payment on MRP basis (VAT 105), then select 'Yes', else select 'No'.

2.2.8 If you are a regular importer, then select 'Yes', else select 'No'.

2.2.9 If you are a regular exporter, then select 'Yes' else select 'No'.

2.2.10 If you deal in tax exempted goods, then select 'Yes', else select 'No'.

2.3 CST/KTEG registration

2.3.1 If you are seeking registration under the CST Act, then select "Yes". Select sub category type and commodity proposed to be purchased from outside the state and the purpose of purchase from the list and click "Add". You may note that the effective date of registration will be the date of submission of request with payment of RF or a future date.

VAT e-Registration - Windows Internet Explorer provided by Softpedia

http://172.16.0.21/ereg/Registration.aspx

VAT Soft e-Filing System

MainPage :: e-Registration ::

Part-A
Part-B
CST/KTEG
Bank Info
Form VAT 3
Form VAT 4
Documents
Finish

25) Do you wish to apply for registration under CST Act? ☒ Yes ☐ No

Date from which following goods are proposed to be purchased? 21/12/2010

Sub Category (a) For resale

Select Commodity ADHESIVES OF ALL KINDS INCLUDING GUM, GLUE, GUM PASTE, LAPPING COMPOUND, LIQUID N

Dealer's description of commodity

Commodity Inserted !

Act	Sub Category	Code	Commodity	Dealer's description
Delete	CST (a)	1.01	ADHESIVES OF ALL KINDS INCLUDING GUM, GLUE, GUM PASTE, LAPPING COMPOUND, LIQUID M-SEAL EPOXY, SHELLAC, VULCANISING SOLUTION, SELF ADHESIVE TAPES, GUM AND GUMMED TAPES, RESIN AND THE LIKE	

26) Do you wish to deal in goods taxable under the KTEG Act 1979? ☒ Yes ☐ No

Effective Date of registration for KTEG 31/12/2010

Select Commodity Bitumen (asphalt)

Commodity Inserted !

Act	Sub Category	Code	Commodity	Dealer's description
Delete	KTG	2	Bitumen (asphalt)	

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2.3.2 Similarly, if you are seeking registration under the KTEG Act, then click Yes. Effective date of registration would be date of submission of request or a future date. Select the commodity and click on “Add”.

2.4 Bank details

Bank details such as Bank name, branch name, Bank code (IFSC), type of account- Savings/Current, account number can be entered here. More than one account details can also be provided. Bank details can be modified by clicking on Update / Delete. If these particulars could not be furnished while submitting application for registration, the applicants are advised to submit as soon as the bank account details are received.

VAT e-Registration - Windows Internet Explorer provided by Softpedia

http://172.16.0.21/ereg/Registration.aspx

VAT Soft e-Filing System

MainPage :: e-Registration ::

Part-A
Part-B
CST/KTEG
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Form VAT 4
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Finish

27) Bank Name* Allahabad Bank

28) Branch Name*

29. Account Number*

30) Bank Code (IFSC)

31. Type of Account Savings Account

Bank Details Inserted Successfully!

Bank	Branch	Account Number	Type of Account	Bank Code
Select	State Bank Of India	BAPUJINAGAR	S123400078	Savings Account 12335

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2.5 VAT 3 [Additional Business Places]

This option is for entering details of additional business places. Provide the details of additional places of business like Trade Name, Address details and TIN of the unit (in case of corporate body applying for separate TIN).

VAT e-Registration - Windows Internet Explorer provided by Softpedia

http://172.16.0.21/ereg/Registration.aspx

File Edit View Favorites Tools Help

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MainPage ::e-Registration::

Part-A Part-B CST/KIEG Bank Info Form VAT 3 Form VAT 4 Documents Finish

Form VAT 3 (Additional Business Places)

Name of the proprietor/partner/member/authorised signatory: RAMA

Trade Name/Unit's Name*

Number & street

Area or Locality

Village/ Town/ City*

District: Dakshin Kannada PIN Code*

State: KARNATAKA

Tel No.

Date of commencement

TIN of each unit

[+] Add [!] Update [X] Delete

Details Inserted Successfully!

List of Business Places

Name	Street	Locality	Place	District	State	PIN	Phone No.	Date of commencement	TIN No.
Select RAM	34,URVA STORES	URVA STORES	MANGALORE	Dakshin Kannada	KARNATAKA	232323		03/11/2009	29070104588

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2.6 VAT 4 [Details of partners and members of association of persons (AOP)]

This option is used to enter the details of all partners of a firm and all members of association of persons. Enter details like name of the partner / member, partner type, address details and PAN of each individual partner /person.

VAT e-Registration - Windows Internet Explorer provided by Softpedia

http://172.16.0.21/ereg/Registration.aspx

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Form VAT 4 (Details of partners and members of association of persons)

Name of the Partner/Member: RAMA

Partner Type: PARTNER

Name*

Father's Name

Number or Street

Area or Locality

Village/ Town/ City*

PAN as an individual

Tel No.

Date of Birth

Date of Entry into Partnership/Association

Date of leaving Partnership

[+] Add [!] Update [X] Delete

Details Inserted Successfully!

List of Partner Details

Type	Name	Father's Name	Street	Area	Place	PAN No.	Telephone	Date of Birth	Date of Entry	Date of Leaving
Select PARTNER	SAM				BANGALORE	AAAAA1111A	9999999999999999			

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2.7 Documents

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2.7.1 E-registration application should be submitted along with the following set of documents, which must be scanned and uploaded:-

- Photo/s (Proprietor) / Managing partner /all partners /all members of AOP
- Address proof of business place
- PAN card of partners/members/firm
- Location sketch of the business premises.
- Certificates of license/registration with other department/s / statutory authorities .
- Copy of certificate of incorporation issued by the Registrar of Companies, memorandum of articles and association in the case of Companies registered under the Companies Act.

2.7.2 Select the appropriate document from the above mentioned document list for uploading. Photo of the applicant being the proprietor / managing partner / Kartha of HUF/ authorised signatory of AOP should be uploaded first and photographs of others in the case of partnership / HUF / AOP should follow .

2.7.3 Select the document type from the list. Note that the documents to be uploaded should be in JPEG or PDF format only whose size should be within 100 KB limit.

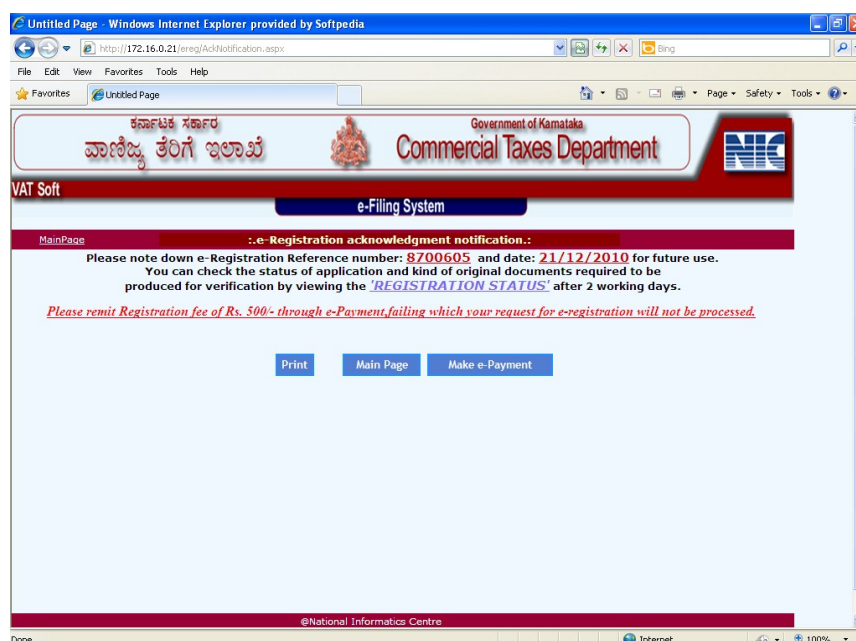
2.7.4 Click on “Browse” to locate the path of the file (document) to be uploaded.

2.7.5 After selecting the file, click on upload button.

2.7.6. After all the details have been entered, confirm the details entered (Online corrections/modifications are not permitted). By clicking on “OK” button, a unique acknowledgement number called e-registration reference number (ERN) is generated. Note down this unique number and date for all future references and interaction with CTD.

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2.7.7. This number and date can be used by the registrant to check the status of his/her application who can also take a print of the form VAT-1 by clicking on the “print” button on this page or by using the link “Print Form 1” on the main page.

2.7.8 As the e-registration form uploaded does not bear digital signature, the applicant is required to furnish a paper copy of system generated Form VAT 1 duly signed by all concerned to the CTI at the time of latter's visit to the business premises for spot inspection. The registrant would be required to produce for scrutiny all the original documents before the CTI at the time of his visit to the premises. In the case of a unregistered partnership/registered partnership/AOP, all the partners/members need to sign in form VAT-4 against their names .

2.7.9 Upon taking a print out of the VAT 1, the registrant may view the details for its correctness. If there are any mistakes, there is no option to correct them, but the registrant may get necessary corrections effected by the RA through a written request to the VAT office concerned under acknowledgement.

2.7.10 However, if applicant still wishes to make changes, he can do so by visiting the registering office and submitting a hard copy of corrected VAT 1 and request the officer to correct the particulars entered in the electronic application already submitted online. However, the requests for inclusion of commodities for purchase of goods against form 'C' from outside the State will be considered / given effect to only from the date of submission of the application for such correction / addition etc or from the date of payment of RF, whichever is later.

3. e-Payment of Reg. Processing Fee

3.1 New registrant applying for registration is required to pay an amount of Rs.500 as registration processing fees of ` 500 in the RA's Office against cash receipt or through e-payment. For e-Payment, the applicant needs to have a netbanking facility in any of the designated banks. Click on “e-Payment of Reg. Fee” on the main page. Enter the e-registration number (ERN) and date and click on ‘go’, when the following screen is displayed, wherein one can select the bank and click on ‘go’.

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VAT Soft e-Payment
...: Registration Fees :...

Acknowledgement No.:	8700605
Date of Acknowledgement:	21/12/2010 (ex:dd/mm/yyyy)*
Company Name:	RAM TRADERS
Company Address:	123/45TH MAIN, 5TH CRSS P NGR, BANGALORE
LVO Office:	LVO 010 - Bengaluru
Registration Fees:	500
Select Bank:	CANARA BANK

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3.2 A final confirmation page is displayed. Verify the details entered before proceeding further. Click on submit button a reference number will be generated as shown below:

Government of Karnataka
Commercial Taxes Department
NIC

VAT Soft e-Payment
...: e-Payment :...

Please Note Down the Computer Generated No. for future Reference:
89002435

Click here for payment

3.3 Note down this reference number for future use. Please note that without production of proof of payment of registration processing fee of ` 500/-, the application will not be processed.

[**Note:** RF of 500/- should be paid immediately, as mere generation of ERN will not be reckoned by the department for further processing of the registration application. The registration request is enforceable only upon e-payment of RF or payment through cash or demand draft and will be effective from the date of making e-payment or cash payment or handing over of the demand draft to the RA under acknowledgement. Therefore, the applicants may note that E-registration application will not be processed if RF is not paid within 7 days from the date of generation of ERN.)

4. e-Payment of Profession Tax / Security Deposit

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4.1 The e-payment of Prof. Tax / Security Deposit can also be made on the same lines as done for e-payment of registration processing fees.

4.2. Time limit for issuing registration and guidance values regarding security deposit in the case of a normal registration fixed by Commissioner are as under:-

4.2.1 The time limit for issuing registration is **5 working days** in respect of Bangalore city LVOs and it is within **8 working days** for offices outside Bangalore city.

4.2.2. The security deposit amounts in respect of a normal registrations would be:

- a) For turnover below ` 10 lakhs. : ` 3,000
- b) For turnover above ` 10 lakhs to ` 25 lakhs : ` 4,500
- c) For turnover above ` 25 lakhs. : ` 15,000
- d) For turnover below ` 25 lakhs in areas other than
city corporations and city municipality limits : ` 1,500

However, these norms would not apply for registration of casual traders and registration of Non resident dealers (NRD).

[**Note:** If the information furnished is found incorrect or incomplete or not reliable, or if the security deposit fixed by LVO / VSO and profession tax payable are not paid, or for any other valid reason, the registering authority may reject your request for registration after affording a reasonable opportunity of being heard].

5. Status of e-reg. application

The applicant can check the status of his/her application using this option by entering ERN and date. The details of the appointments fixed by the officials of the department will be displayed under this option. An SMS will also be sent to the applicant's mobile phone simultaneously on appointments and other important communication in relation to registration process.

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6. Print Form 1

6.1 The option is used to take a print of the application after submission. Enter your ERN (e-Registration number) and date and click “Go” to generate form VAT 1. In this print form, click the [Print] option provided at the end of the form to take the print for reference.

6.2 The option is used to take a print of the registration request confirmation after submission. Enter your ERN (e-Registration number) and date and click “Go” to generate the printed form. After taking a print, it has to be signed by proprietor / all partners / Kartha of HUF/ all members of association of persons / authorised signatory in the case of a company /a trust / a club / a statutory body/a society and hand it over to the CTI at the time of his visit.

7. Search e-Reg. Ref. No.

This option is provided for the applicant to search his Ack. Number in case he forgets the same. The Ack.Number is searched based on the mobile phone number and Ack. Date.

8. Allotment of TIN and downloading of certificate:

If the application for registration is accepted and cleared by the RA concerned and TIN generated, on logging on to **e-Registration Status**, one can find a message as under:

ERN no.: 12345678
Date : 11/01/2011

You have been allotted with TIN
29123456789 - VAT -LVO 010

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Click here to download the Certificate

The certificate can be downloaded for reference and the dealer can also get the signature of the RA on the downloaded certificate, if he desires so. After obtaining registration number consisting of 11 digits (TIN), dealer can quote the said number in all sale bills, etc and obtain 'username' and 'password' from the registering authority for generating 'e-Sugam' forms, C forms, for making e-payment of taxes and for availing any other e-service being provided by the department as admissible to a registered dealer.

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